

# (DoC) NOAA COLLECTION DOCUMENTATION FORM

The purpose of this form is to provide documentation when submitting checks for deposit to the NOAA Western Finance Branch (WFB). Please complete this form, attach the check(s), and submit them to:

WFB – Bldg. 1 WC1  
Attn: Lynn Wilmot  
7600 Sand Point Way NE  
Seattle WA 98115-6349

**Date Line Office Received Check:**

**Customer Name:**

(Usually the party that signed the check)

**Customer Address:**

**Date of Check:**

**Amount of Check:**

**Line Office Org Code:**

(For general fund checks see Note 3)

**Object Class Code:**

(For general fund checks see Note 3)

**Project Code:**

(For general fund checks see Note 3)

**Task Code:**

(For general fund checks see Note 3)

**Reason for Receipt of Check:**

(E.g., vendor refund or rebate, capital credit, overpayment on a travel voucher, incorrect use of Gov't purchase/travel card [see Note 2])

**If this check reimburses an expenditure:**

- |   |    |
|---|----|
| (1) Specify the item or service acquired.   | 1. |
| (2) Specify the date of the expenditure.  | 2. |
| (3) Include any related purchase order # (plus invoice # and date), contract # , or travel voucher #. | 3. |

**Line Office Contact** (print name):

**Signature of Line Office Contact:**

**Contact Phone Number:**

**NOTES:**

1. For credits or refunds on purchase orders, please ask the vendor to send the check directly to the line office (not to WFB.)
2. When a Government purchase card or travel card has been used incorrectly, the cardholder must also submit to WFB a memo from the cardholder's approving official/supervisor explaining the reasons for the error.
3. For checks deposited to the general fund, please specify the line office organization code; the project, task, and object codes are not required.

**If you have any questions, please contact Lynn Wilmot at (206) 526-4427, Robin Yim at (206) 526-4658, or Sharon Allen at (206) 526-4638.**